

Marlboro Racing School

Training/Test Program

Marlboro Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS**Cliff Yonce - Assistant Brand Manager, Marlboro**

Phone: 917.663.2055

Fax: 917.663.5463

E-mail: Cliff.Yonce@pmusa.com

Satellite Pgr: 877.578.3597 PIN #163

LEGAL:**Joe Murillo - Attorney**

Phone: 917.663.2623

Fax: 917.663.5567

Pager: 888.994.6771

E-mail: Joe.Murillo@pmusa.com

MEDIA:**Kati Otto - Corporate Affairs**

Phone: 917.663.4001

Fax: 917.663.5361

E-mail:

Satellite Pgr:

SECURITY:**Mike Balgley - Director of Security**

Phone: 917.663.3864

Fax: 917.663.5512

E-mail: Michael.Balgley@pmusa.com

Satellite pager: 877.578.3296

Company Profile:

*Printed 144-713
1800-KRAFT 33*

Philip Morris Companies, Inc. is a global consumer products company, manufacturing and marketing tobacco, food and beer brands around the world. Tobacco brands include Marlboro, Benson & Hedges, Merit, Parliament, Virginia Slims, Cambridge and Basic.

Event Profile: The winners attending Racing School are smokers, twenty-one years of age or older who have won this trip in a sweepstakes offered through bar nights, direct mail, retail, and print media. Each school will consist of up to 50 pax each (25 winners, 25 guests). This is the only Racing School in the country that offers the opportunity to drive three different types of race cars: Mustang coupe, IROC stock cars, and Formula Van Oilemans conducted at a state of the art motor speedway.

Note: All suppliers/vendors are required to use staff that are 18 years or older. This applies to anyone working in any capacity (ie. Waltstaff, set-up/breakdown team, front desk, entertainment, stage hands, drivers, lifeguards, activity staff, etc.).

Monte Carlo Racing School
Training/Test Program
Billings Hotel - Miami Florida
50 Participants
PROGRAM SPECIFICATIONS

SECURITY**MANIS & ASSOCIATES**

2020 Lakewood Drive Suite 212

Coeur D'Alene, ID 83814

Phone: 208.664.4395

Fax: 208.664.5597

Contact: Wayne Manis, Owner

Bill Albrecht - Executive Account Manager

Satellite Pgr:

Satellite Phone:

312

TDA 877-578-3583 PIN No 344746X

Satellite Pgr

ON-SITE MANIS SECURITY STAFF

Don Kusulas - Team Leader

Rick Van Matre

Floyd Zimms

Frank Calley

John O'Connell

Gus Morgan

Lloyd Cubbison

Carl Shepard

John White

Satellite Phone

SHEPHERD

INCIDENT RESPONSE PLAN (IRP)**SAKO & ASSOCIATES**

3721 Ventura Drive

Suite 100

Arlington Heights, IL 60004

Contact: Klaes Gyzen

Rolf Slatan

Phone: 847.392.8000

Fax: 847.392.3501

phone #'s of Don Kusulas
 will provide a list of
 Westel phones issued to
 each security agent and
 a contingency staffing
 schedule for substitute
 to Monte Carlo Racing School
 Director and TDA's.

WARNER PHOTOGRAPHY (Booked Direct through PM)

4376 Corporate Square Bldg., Ste #2A

Naples, FL 34104

Contact: Dyan & Doug Warner

Phone: 941.261.5836

Fax: 941.262.6177

VIDEOGRAPHER: IMAG (Booked Direct Through PM)

Contact: Jay Roberts - Video Producer

Steve Atchley

Phone: 520-622-1515

Cell: 520-907-0567

2070824102

Marlboro Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS**COSTCO**

8300 Park Blvd.

Miami, FL 33126

Tel: 305.282.2246

Fax in orders: 305.282.2246/Attn: Export Department

Include order, pick up time & how it will be paid

ON-TRACK EMERGENCY**HOSPITAL LOCATIONS:**Level 1 Trauma:Burn Center:Hyperbaric Oxygen:Jackson Memorial1611 N.W. 12th Avenue

Miami, FL 33136

Phone: 305.324.4357

888.463.4673

Alternate Facilities:Mercy Hospital

3663 South Miami Avenue

Miami, FL

Phone: 305.285.2171

Baptist Hospital of Miami

890-D North Kendall Drive

Miami, FL 33176

Phone: 305.598.6556

Homestead General Hospital160 NW 13th St

Homestead, FL 33030

Phone: 305.248.3232

HOMESTEAD-MIAMI SPEEDWAY CONTACTS:**HOMESTEAD-MIAMI SPEEDWAY**

1 Speedway Blvd

Homestead, FL 33035

Contact: Bryan Skuza - President & GM

Al Garcia - Director of Operations

Lloyd Hough Gene Greco - Security

Hope Moes - Assistant

Phone: 305.230.6000

Fax: 305.230.5223

Marlboro Reading School
 Training Test Program
 Marlboro Hotel - Miami Florida
 50 Participants
PROGRAM SPECIFICATIONS

Nightly room gift delivery charges
 A/V charges
 Meeting Room charges

Master #4: KMG Staff/Marlboro Trip Director rooms & taxes, maid fees, \$5.00 incidental fee, and parking charges

Staff Rooms @ \$99.00

All charges to the master for Dan Korman, Brenda Longoria, Nicole Shea, Pam Tangney, and John Charles Vasae only

Master #S:

1) Room & tax for Maris security staff which includes:

Bill Albrecht
 Don Kusulas
 Rick Van Matre
 Floyd Zimms
 Frank Calley
 John O'Connell
 Lloyd Cubbison
 Carl Shepard
 Dennis Morgan
 John White

SHIPPED

*for travel
 get room
 get rate?
 we have been
 quoted \$159 by
 KMB.*

2) All room rental charges for security:

Room #443

3) All equipment, telephone, fax, misc. charges for security

AUTHORIZED SIGNATURES TO THE MASTER

Pam Tangney
 Bridget Engle
 Brenda Longoria

*← Mike, does this
 include Master #5.*

Hotel backup: The hotel must provide Korman Marketing Group with backup for all master account charges. Thank you for your cooperation.

ask Greg L.

2070824104

AUG-27-1999 FRI 05:12 AM

Sent By: Korman Marketing Group;

972 663 8402;

FAX NO.

Aug-23-99 10:28;

P. 06
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Marlboro Racing School

Training/Test Program

Marlboro Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS

ADVANCE ITINERARY

AREAS OF RESPONSIBILITY

PM Items shipped to the track

- Staff Uniforms
- Signage and banners
- Plastic dinnerware and Marlboro dinner napkins for breakfasts
- Ashtrays, bar organizers, cups, napkins for Hospitality Tent
- Golf Towels

PM Items shipped to the hotel

- Turn down gift supplies (170 of each)
- Name badges - TBD
- Wrist bands for pool party
- Beach Towels
- Branded umbrellas
- Name badge Machine
- Photo Albums

Due Fri. ???

Who is getting?
Who is getting?

KMG DENVER (All items shipped to the hotel)

- Letterhead, envelopes & gift cards (blank and preprinted)
- Signage
- Extra Bag Tags
- Smoker Verification Cards
- Diplomas
- Comment Cards
- 100 crystal Ashtrays for Yacht
- Black Plastic Ashtrays (1200)

KMG DALLAS (All items shipped to the hotel)

The following items have been sent via FedEx to the Marlboro Trip Directors. Program travel information is sent to the Marlboro Racing Director and (9) Trip Directors, On Site Philip Morris representative to receive these items ** (if available) and the Lead Security Agent. Included in the book are:

- Rooming list **
- Air Arrival and Departure Manifest**
- Turndown Sizing Report*
 - Gift Report - Alpha by size
 - Gift Report - Sizes with alpha
- Cigarette Distribution Report**
- Trip Specifications*

1. Name badges: Includes first name and hometown and state
2. Staff Name badges to include - TBD

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Members Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS

3. Medical Information (1 set). A notebook is provided for the security office and the information is to be on file in an expandable file for KMG.
 4. Guest Personal Information. The information is provided in an expandable file for KMG.
 5. Name labels (10 sets) for amenity distribution
 - Two small clear background with 1" last name for camera and Bio book
 - One set (clear) with 1" last name, room number, & with male or female for watches
 - Two sets with white background with 1" last name, sizes for sweatshirts and jackets
 - One extra of each above
 6. Name labels (6 sets) white background for track
 7. Ten cell phones
 8. Neckers/lefs
 9. Office supplies
 10. Laptop and printer
- and Security Team Leader alphabetical*

THINGS TO DO ON-SITE - KMG responsibilities

- Copy*
1. Two way radios will be received from the media trailer and charged for staff
 2. Give track-list of names (ie. entertainers, DMC, Etc) that need to enter track
 3. Turn down gift supplies are organized and inventoried (see inventory check list form)
 4. Name badges
 5. Create and print table cards for all Marlboro recipe items
 6. List of names to track (ie. entertainers, vendors, etc) to OK entry into track
 7. Phones, fax machine, laptop, printer and copier are set up
 8. Purchase (10) cans of Cutter bug spray for the track/pool/yacht
 9. Uniforms distributed to TDs and DMC staff
 10. Hotel accommodations are in order (Rooming list proofed)
 11. All menu items and F & B service requirements and guarantees have been reviewed with hotel and off-site venues
 12. Wake-up call arranged with hotel PBX
 13. A/D list is proofed & updated
 14. Organize all signage and banners by date and by hotel , off site venues or track
 15. Set up Office
 16. Schedule daily debriefing
 17. Have certificates signed by all (Chuck, Jack & guest car driver)
 18. Office Manager to work 8:00am - 5:00pm, as printed
 19. Long distance turned off on all PM rooms
 20. Long distance printed cards regarding long distance calling procedure
 21. Umbrellas and ashtrays are to be with guests on all transfers, at all times
 22. Put labels on cameras
 23. Put labels on bio books

COMMUNICATION WITH DALLAS & DENVER OFFICES

Faxed Daily to Dallas (972.663.8402)

Attn: Debbie Livingston (for Dallas & Denver distribution)

- Daily Record (both by day and cumulative)
- Guest Requests/Log sheet

Marlboro Racing School

Training/Test Program

Bilmore Hotel - Miami Florida

60 Participants

PROGRAM SPECIFICATIONS**MONDAY, SEPTEMBER 5, 1999****NOTE TO HOTEL: PLEASE HAVE ASHTRAYS PLACED IN ALL MEETING ROOMS****MARLBORO GUEST SERVICES OFFICE**

Time: 8:00am - 5:00pm
Location: Malaga
Set-up: See previous day

SECURITY OFFICE

Time: Available 24 hours basis
Location: Room #443
Set: Desk

Four Chairs
Fax Machine
Trash Can

Telephone Lines: Three DID lines

One (1) line for fax line
One (1) data line for computer
One (1) DID line for phone

Cost: \$159.00 ++ per day Didn't see KMG's itemization for DID cost!
Telephone lines @ \$175.00 each plus long distance calls

Bill To Master #3

Note to Hotel: Please have room refreshed each morning by 8:00am

Free Security staffing
schedule to identify
Security agents on duty
and use hotel phone
but for these phone it's
not for these phone it's

GIFT STORAGE ROOM:

Location: Segovia
Time: 24 hours
Set: Same as previous day

WEST COAST EARLY ARRIVAL:

Pax: Christie & William La Valley
Samara Robinson
Cipriano & Maria Limiengco
Jeff Jackson & Kelly Rolofson

Location: Airport Hilton
Time: See Arrival Manifest

Procedure: TD will meet in baggage claim and go with pax to the Hilton and assist with check-in. TD to follow the same procedure and script as used on main arrival day

Transportation: Sedan or Van depending on arrival manifest
Vendor: DECO

Cost: Sedan @ \$72.00++
Van @ \$124.00++

Food Voucher: TD to give each pax a \$25.00 dinner voucher & a \$15.00 breakfast voucher. A Master account has been set up to cover

2070824107

Marlboro Racing School
 Training/Test Program
 Elsmore Hotel - Miami, Florida
 20 Participants
PROGRAM SPECIFICATIONS

their vouchers and their room & tax. All other expenses will be on their own.

HOSPITALITY SUITE & CHECK-IN SET-UP (All set up completed by noon)

Time: Available beginning @ 4:00am
Location: Alta Mira Room (7th floor)
Set-up: Leather couches and chairs on half the room
 Games on the other half of room
 Food & Beverage in center alcoves
 (1) 6ft table for KMG Staff w/3 chairs
 (1) 8ft table for Front Desk Staff w/2 chairs
 (2) 6ft tables for Security in Foyer w/ 2 chairs each
 (1) House phones with outside line capabilities at HD

Room Set by: 12:00pm
Vendor: Hotel
Cost: Phone @ \$100.00
 Room Rental @ \$500.00 per day
 Bill To Master #3

Games in Suite
Hotel to provide: 50" Television
 VCR

Del Time: In room by 6:00pm
Cost: TV @ \$495.00++ per week
 VCR @ \$333.00++ per week
 Bill to Master #3

Advantage to provide: Foosball Table
 Electronic Pop A Shot Game
 CD Juke Box

Air Hockey Table
 Ping Pong Table

Delivery Time: In room and set by 12:00 (noon)
Cost: \$4,625.00

Delivery, set & strike

Note: Remove all equipment by 12:00pm on September 10, 1999

Phoenix Mkt. to provide: Two Racing Simulators - TBA

Centerpieces:

Vendor: Deco
Type: Florals with red and white
Number: One for Hospitality Desk
 Two for Security Check-in Desks
 One for Hotel Check-in Desk
Cost: \$46.00++ each

Note: TDs to hang Marlboro banners and racing pennants

Marlboro Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS**Procedure:**

Guests are met on the concourse with staff holding "Racing School" sign and walked down to the baggage claim where they are met by more Marlboro Racing School staff. They are advised the porters will assist them with their luggage and they will then board their transportation to the hotel. Marlboro Trip Director then escorts guests to their awaiting transportation.

Ground Staff Uniforms:

Red polo golf shirts, black pants or shorts, name badge and black tennis shoes with short white socks. (Same as Marlboro Trip Director)

AIRPORT TRANSFERS - SEE A/D MANIFEST**Duration:**

Approximately 25 minutes

Vehicles:

25 passenger mini-coaches, vans and sedans to be utilized as necessary per arrival manifest.

Travel Specifics:

KMG airport lead to call Marlboro Guest Services Office at hotel when transport vehicle has departed and provide number of guests on board. All bus transfers from the airport to the hotel require an uniformed KMG Marlboro Trip Director to accompany. Enroute, the Marlboro Trip Director will provide fun facts about the hotel and Miami, as well as the hotel procedure of either leaving a deposit or providing a credit card for their incidental expenses. The outline for this narrative, which also includes a zero tolerance drug and weapon policy and the importance of drinking adequate amounts of water, is included in the Trip Director Policy & Procedure Manual.

Ashtrays:

TD to issue disposable ashtrays to everyone (approx. 50 per person)

Luggage:

To be transferred with participant

Procedure:

Coaches to park on street in front of hotel

Biltmore to ensure appropriate permits are acquired

Vendor:

Deco

Cost:

Sedans @ \$72.00

Vans @ \$124.00

Mini buses @ \$209.00

Motorcoaches @ \$289.00

18% Driver Gratuity

\$2.50 per trip to Miami airport for sedans & vans

\$6.00 per trip Miami airport for Mini-buses

Beverages to be available on all transfers

F & B on transfers:

Deco

Vendor:

Assorted Sodas

Menu:

Mineral Waters

Mini buses - 1 cooler per bus with 30 assorted drinks

Vans and Sedans - 1 small cooler each with 10 assorted drinks

Costs:

\$4.25 per person

2070824109

Marlboro Racing School

Training/Tent Program

Biltmore Hotel - Miami, Florida

50 Participants

PROGRAM SPECIFICATIONS**RACING SCHOOL GUEST BRIEFING**

ON BUS ENROUTE SPEECH (If pax transfers via sedan or van, TD to do this prior to departure for hotel)

- On behalf of Marlboro and (the Racing School), welcome to (Miami, Florida). Name. I am part of the Marlboro staff / make visit enjoyable and memorable one.
- Introduce Bus Driver, give approximate driving time to hotel
- Pass out portable ashtrays (if required on equipment)
- Smoking Policy on bus, "zero tolerance" policy on firearms, knives, weapons, drugs, other illegal substances, Importance of drinking plenty of water, deposit for hotel, and fun facts about Miami, the hotel, etc
- Inform pax how luggage will be handled
- How was your trip?
- Pass out refreshments

SECURITY BRIEFING

Time:

Scattered arrivals as per arrival manifest.

Location:

Alta Mira

Set up:

(2) 6ft tables for Security

2 chairs each

Set by:

7:00am

Procedure:

Room will be utilized by security, who will oversee all identification verification, signing of track waivers, collecting all waivers, and bring to the track. Security will hand out namebadges as proof that pax have gone through the security briefing

INELIGIBLE GUESTS

Location:

Segovia

Security will escort

Procedure:

In the event of ineligible guests, the host and guest will quietly be asked to join our staff in the Marlboro Guest Services Office. Security will collect the return portion of their airline ticket and give to a KMG staff to change the airline ticket to the earliest flight back to the participants' hometown. A member of the Racing School security staff will escort them to the airport.

*along w/ KMG
M*

ITEMS OF IMPORTANCE REVIEWED AT HOTEL UPON ARRIVAL

- Provide information on Racing School
- Inform that luggage goes directly to their rooms
- All gratuities are compliments of Marlboro (bellman, waitstaff, etc)
- Direct passengers to hotel check-in on the 7th floor
- Direct to lunch
- Go over the day's itinerary
 - Get settled in, relax, walk around, etc.
 - Depart hotel for the race track at 4:30pm

Meet at the lower driveway for Marlboro transportation

Marlboro Racing School

Training/Test Program

Bilmore Hotel - Miami Florida

60 Participants

PROGRAM SPECIFICATIONS**TRANSFER TO RACETRACK**

Time: 4:30pm
Duration: 45 minutes
Location: Meet at lower driveway
Equipment: (2) 47 pax Motorcoach, each equipped with bathroom, VCR, Monitor and PA system
Procedure: Beverages
 Umbrellas put on bus for inclement weather (1 per person)
 Supply of disposable ashtray
 Script on file
 IROC Video to be playing during transfer
Cost: \$80.00 per hour + 18% driver gratuity & any tolls
Vendor: Deco
Menu: Assorted Sodas
 Mineral Waters
 1 Cooler per bus with 50 assorted drinks
Costs: Drinks @ \$4.25 per person

ARRIVE AT MIAMI HOMESTEAD SPEEDWAY

Time: 5:15pm
Location: Rear entrance of racetrack
Procedure: Each motorcoach will stop upon arrival at the track's guard shack and pick up an instructor. The instructor will give them a little history on Miami Homestead Speedway. Pax will remain in the coaches and will be taken to the actual track where "the start" will start them on their lap around the track with a green flag. A mustang will then whip in front of the motocoaches to be their "pace car" around the track. The instructor will encourage them to be watching out of the windows as suddenly there is a "buzz by" of other Mustangs. They will end their exciting lap around the track with the checkered flag.

*Mike,
It works my understanding
that instructors get
on the buses at the
hotel*

The motorcoaches will then leave the track and pull in to a pre-determined area where they buses will be side by side. Music will be heard from the disc jockey. The MC will welcome them to the track as they get off the buses. Racing School Staff (KMG, Security, Mechanics, etc) will also be standing outside of the buses to greet the pax, welcome them and invite them towards the awaiting the six racecars arranged in two rows leading to the impressive Marlboro show car. They will be told that there are cocktails and hors d'oeuvres available for them. They are asked to have a drink, meet the instructors, walk down the aisle between the rows of cars. The participants will be encouraged to take photos and have their photographs taken with the cars and instructors. Track personnel will greet participants and assist with photo opportunities.

Marlboro Racing School

Training Program

Marlboro Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS

Wines: Sharp's (Non-Alcoholic)
Procedure: Beringer Chardonnay and Cabernet
Cost: Marlboro Trip Director - check setup and monitor
 Track Budget

TEAM SIGNS:

Location: One near each bar
Team Selection Procedure: One outside locker
 Signs will be pre-printed with a header for each team
 Chuck to designate which team pax is on by the report from KMG with height, weight & gear shifting ability
 Teams will be printed right before the arrival of the pax and taped to the signs. This allows last minute changes if necessary.

UNIFORM FITTING

Time: 5:30 - 7:30pm
Location: Conference center
Set up: 50 stalls (need # men vs. women)
Procedure: Three Teams:
 MC will call pax into try on suits by team
 Instructors will be in locker rooms to check fit
 KMG will also be on site to assist
 KMG to man table for equipment size changes
 All changes to be given to Lance at the end of the evening
 As each team finishes their uniform fitting and changes into their civilian clothes, KMG staff will ask them to remain right outside the locker for a team picture to be taken

*Security will handle
photo deck, locker
card machine*

TEAM PICTURE:

WASH CLOTH STATION
Time: (3) coolers - 100 wash cloths per cooler
Procedure: Set by 4:30pm
Vendor: 1 in Hospitality tent, 1 in locker room, 1 out by bars
 Washcloths rolled and iced down and placed in coolers
 Glen & Curby to coordinate

DISC JOCKEY and MC

Time: 5:30pm-8:30pm (set by 4:30pm)
Location: Garage near tent (#10)
Equipment: MC to mingle with pax
Vendor: Responsible for all own
Cost: Deco
 \$1,600.00 for 4 hours minimum/maximum

2070824112

Marlboro Racing School
Training Test Program
Biloxie Hotel, Miami Florida
50 Participants

PROGRAM SPECIFICATIONS**WELCOME BRIEFING & ORIENTATION (By Pam)**

Time: 10-15 minutes after arrival
 Location: In area around cars
 One (1) Riser
 One (1) portable microphone with sound system
 Vendor: Jomo
 Set Up Time: In place by 4:30pm

DECOR

Location: Tent at Hospitality Trailer
 Vendor:
 Décor description: Deco
 Tables dressed with black and white checkered tablecloths and each will have a black overlay with centerpieces (Foam tire with 5' red pot of flowing ivy with each having a red, yellow, white, green, black, blue with yellow stripe, and black & white flag. Tables will be set inside the tent and in garage next to tent. Two large Buffet florals. Car parts will be used on buffet tables to follow theme
 (22) Centerpieces
 (22) Black & White Checkered Underlays
 (2) Buffet Florals
 Delivery, set & strike
 Cost: \$3,212.00 plus tax
 Décor Black overlays
 Plants around the tent

Attendee numbers: 104

Participants - 34 pax

Tracktime - Jack Layne - 13 pax

Security - 9 pax

TDS - 8 pax

IMAG - 3 pax

Lance - 3

KMG - 2 pax

Legal (Murillo) - 1 pax

Sako (Gyzon) - 1 pax

Racing Exp. - Chuck Sprague - 7 pax

JOMO - 1 pax

Photographers - 4 pax

Twidsport - 10 pax

Brand - 3 pax

Events - 4 pax

Corp Security (Balgley) - 1 pax

Mauris (Aurrecht) - 1 pax

2070824113

ANNOUNCEMENTS BEFORE DINNER:

Time: As soon as the guests enter the tent (est. 7:30pm)

Procedure: Staff to block the buffet and Jack will ask everyone to be seated for a moment before dinner. Jack and Chuck will do staff introductions and general overview of the program. The evening program and following day's events are also addressed. Chuck will cover alcohol policy. After these announcements, pax will be called and assisted to the buffet by tables.

**Marlboro Racing School
Training/Test Program
Biloxi Hotel - Miami Florida
50 Participants**

PROGRAM SPECIFICATIONS

TRANSFER TO RACETRACK

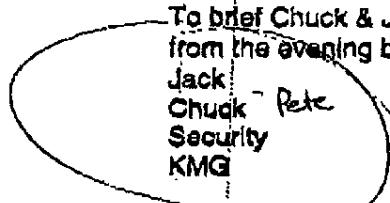
Time: 7:00am
Location: Hotel lower lobby driveway
Duration: 45 minutes
Equipment: Two (2) 47 passenger motor coaches - Open Seating
 Twidspor is responsible for loading in the coolers and snacks on the buses the evening prior. TDs responsible for getting coolers iced prior to pax loading in the morning, also responsible for removing coolers and storing at bellstand each night.
 KMG staff to be in each bus to interact with pax , talk about upcoming day, what to expect and pass out refreshments
 Each motor coach will be stocked with:
 (1) Cooler
 Umbrellas for inclement weather
 Video monitors have IROC tapes playing
Vendor: Deco
Cost: \$269.00 per coach plus 18% driver gratuity & any tolls
\$24.00 per hour for staff - back-up to handle rain contingencies
Snack vendor: Glen & Curby
Menu: Kraft Handsnacks
 Fritos
 Pringles
 Gärdeitos Snack Mix
 Soft Drinks
 Bottled Water
 Gatorade
Cost: Track Budget

ARRIVAL AT RACETRACK

Procedure: Pax to be divided into teams upon arriving
 Team that needs shifting instruction to start immediately, one team goes to breakfast, and one team goes to locker room to put on racing uniform

DAILY MORNING BRIEFING MEETING

Time: 7:45am
Location: Trailer
Purpose: To brief Chuck & Jack of any pax issues, behaviors, or comments from the evening before or the morning and to communicate on Guy the assault
Attendees: Jack
 Chuck - Pete
 Security
 KMG



Marlboro Racing School

Training Test Program

Biltmore Hotel - Miami Florida

60 Participants

PROGRAM SPECIFICATIONS**RACING SCHEDULE**

TIME	TEAM 1 (___ pax)	TEAM 2 (___ pax)	TEAM 3 (___ pax)
8:30am - 9:00am	Test Course	Test Course	Test Course
9:00am - 11:30pm	Stock Cars	Mustangs	Open Wheel
11:30pm - 12:30pm	Lunch	Lunch	Lunch
12:30pm - 3:30pm	Mustangs	Open Wheel	Stock Cars

> Procedure:

- > Upon arrival change into driving suits
- > Go to test course
- > One run through course to set their base time
- > Times recorded
- > .25 second penalty for every cone hit
- > Students divided into 3 groups
- > Groups transported to their drive sites by two mini buses kept on site

KMG staff to stay with their team throughout the day to assist Jack, answer questions, encourage pax to drink liquids, lead from area to area

Attendees: 85

Pax - 40

Security - 4

Jack - 13

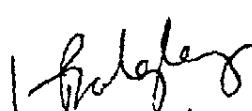
Event - 4

Chuck - 14

Brand - 3

Lance - 3

KMG - 4


 - Attached
BUFFET LUNCH

Time: 11:30 - 12:30pm

Location: Tent

Pax: 85

Guarantee:

Set-up: Existing

2 buffets

Silverware rolled in cloth napkin on buffet

4 Ashtrays on each table

Set by: 10:30am

Food out by: 11:15am

Menu: Daily Salad Bar

Mixed Green Salad

Cucumbers

Shredded Carrots

Cherry Tomatoes

Broccoli

Red Onions

2070824115

Marlboro Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS

Olives
 Cheese Tray
 Cold Cut Tray
 Fruit Baskets with Fresh Fruit
 All Kraft Dressings
 Salads
 Tomatoes with Mozzarella Cheese and Basil
 Marinated Steak Salad
 Stuffed Chicken with Kraft Cream Cheese
 Roasted Peppers, Artichokes, and Roasted Garlic
 Served with a Lime Dressing
 Grilled Swordfish with Pineapple Basil Salsa
 Grilled Chicken with Peanut Sauce
 Carving Table
 Prime Rib of Beef
 *Twice Baked Potatoes (pg 132)
 Stir Fry Vegetables with Green Curry Sauce
 Marinated Asparagus in Kraft Vinaigrette
 Fresh Fruit with Chocolate Fondant Sauce
 Ice Cream Bar with Toppings
 Assorted beverages will be in coolers

Beverages:**Cost:****Note:**

Track Budget

*Marlboro Cookbook items are noted with asterisks & italics
 Marlboro Cookbook items are to be labeled

Note: Chuck or Jack makes an announcement each day at 12:20pm. They will alert pax that their afternoon session is almost ready to start. Answer any questions regarding the afternoon

4) MASSAGE THERAPISTS**Location:**

Hospitality Tent

Time:

11:00am-1:00pm (set up by 10:30am)

Procedure:

Each to perform 10-15 minute chair massages. All to bring own chairs & equipment

Vendor:

DECO

Cost:

\$1,200.00

Note: Pax to meet each day back at the tent after changing out of their racing clothes. Jack or Chuck to talk to them for a few minutes about their day, keep hydrating, etc

TRANSFER TO HOTEL**Time:**

4:00pm

Arrival Time:

4:45 - 5:00pm

Drop Off Location:

Hotel lower lobby driveway

Equipment:

(2) 47 passenger motor coaches

Video Monitor

Marlboro Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS

Vendor:	Deco
Cost:	One way - \$269.00 per bus + 18% and tolls
Snacks on buses:	Same as previous day
Menu:	Kraft Handisnacks Fritos Pringles Raisins Fruit Gardettos Snack Mix Soft Drinks Bottled Water Gatorade

Snack Vendor:	Glen & Curby
Cost:	Track Budget

Note: TD onboard to reiterate evening itinerary each day on the way back to the hotel
 TD to give pax their wristbands for the pool party on the way back from the track

HOSPITALITY SUITE

Time:	5:00pm - 7:00pm
Location:	Alta Mira
Set-up:	Same as previous day
F & B:	Chips and Dips Marlboro Mix Assorted soft drinks and Mineral Waters Freshly Brewed Regular & Decaffeinated Coffees
Cost:	Chips & Dips & Mix @ \$15.00 per pound Sodas @ \$2.25++ea Waters @ \$2.50++ea Coffee & Decaf @ \$30.00++ per gallon Bill to Master #2

NOTE: ON PROGRAM 3, DAY 2 (THURSDAY, SEPTEMBER 16) THIS NIGHT WILL BE ON THE YACHT INSTEAD OF AT THE POOL

HOTEL POOL PARTY

Time:	7:00 - 10:00pm
Location:	Cascades Area, bar and cabanas
Set:	Existing Cascades Bar Existing garden tables along poolside 60" Rounds in cabanas Buffet Tables in 1 & 2 Cabanas Steel Band in area between bar & cabanas

*Security will
determine which
area to secure
so have to secure
the 7th area.*

SECURITY

Time:	6:30 - 10:00pm
Location:	There are three (3) entrances into the pool party area. We will need security stationed at each area to check wristbands And to keep out all but PTM guests

Marlboro Racing School

Training Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS**TRANSFER TO RACETRACK**

Time: 7:00am
Location: Hotel lower lobby driveway
Duration: 45 minutes
Equipment: (2) 47 passenger motor coaches
Procedure: Each coach will be stocked with:
 umbrellas for inclement weather
 Video monitors (tba).
Vendor: Deco
Cost: \$269.00 + 18% driver gratuity and tolls
Snack vendor: Glen & Curby
Snacks: Same as previous day
Cost: Track Budget

DAILY MORNING BRIEFING MEETING

Time: 7:45am *8:00am*
Location: *Marlboro Hospitality*
Purpose: To brief Chuck & Jack of any pax issues, behaviors, or comments from the evening before or the morning and to communicate on any other issues.
Attendees: Jack, Chuck, *Rene*, Security, KMG

KMG & TRACK STAFF OFFICE

Location: Marlboro Hospitality Trailer
Equipment: 10 designated phone lines
Vendor: Twidsport

(3) Areas - One for each car discipline

Time: 7:00am - 5:00pm
Location: Tent (30x30) for Stock cars
 Garage for Mustangs
 Garage for Van Diemans
Set-up: All tents will be stocked with:
 Gatorade
 Soft Drinks
 Water
 Glen & Curby to coordinate

WASH CLOTH STATIONS

(5) coolers - 100 wash cloths per cooler
 Black & white checkered neckerchiefs

Time: 8:00am
Location: 1 in tent, 1 in locker room, and 1 in each discipline area
Vendor: Glen & Curby to coordinate

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Marlboro Racing School

Training/Test Program

Billionaire Hotel - Miami, Florida

50 Participants

PROGRAM SPECIFICATIONS

Note: Chuck or Jack to make announcement each day at approximately 12:20pm to let pax know that the afternoon session is about to begin and to answer any questions.

(4) MASSAGE THERAPISTS**Location:**

Hospitality Tent

Time:

11:30am-1:30pm (arrive by 11:00am)

Procedure:

Each to perform 10-15 minute chair massages

Vendor:

All to bring own chairs & equipment

Cost:

Deco

\$1,200.00

TRANSFER TO HOTEL**Time:**

4:00pm

Arrival Time:

4:45 - 5:00pm

Drop Off Location:

Hotel lower lobby driveway

Equipment:

(2) 47 passenger motor coaches

Video Monitor

Vendor:

Deco

Cost:

One way - \$269.00 per bus + 18% and tolls

Snacks on buses:

Same as previous day

Snack Vendor:

Glen & Curby

Cost:

Track Budget

NOTE: ON PROGRAM 3, DAY 3 (FRIDAY, SEPTEMBER 17) THIS NIGHT WILL BE AT THE HOTEL POOL INSTEAD OF THE YACHT

EVENING TIMELINE:

6:15pm	Depart for Bayside Marina
6:45-7:00pm	Arrive Bayside Marina and board the Kathleen W
7:00pm - 8:00pm	Reception begins as waiters to pass hors d'oeuvres and beverage areas are open serving sodas, waters & Sharp's beer Dinner buffet is open Duo entertains on upper deck Speed boat rides begin Caricaturists do drawings of guests
8:00 - 9:00pm	Cruise begins: All food, beverage, and entertainment throughout cruise The cruise will take a circular route allowing the guests to see Miami skyline, Miami Port (where all the cruise ships dock), Miami Beach, etc. Dessert is served on main deck Cigar roller on upper deck during desserts

Marlboro Racing School

Training/Test Program

Bilmore Hotel - Miami Florida

30 Participants

PROGRAM SPECIFICATIONS

Chicken and Vegetable Stir Fry Station accompanied
By Steamed Rice
Pasta Station served with Creamy Mushroom Sauce
And Roasted Vegetable Marinara Sauce
Whole Roasted Vermont Turkey served with Gravy and Cranberry
Sauce
Roasted New York Strip Sirloin of Beef with natural Au Jus and
Horseradish
Wide Assortment of Bread and Rolls
Salad Station with Mixed Green Salad or Caesar Salad
Assorted Cakes, Tarts, and Cookies

Cost:

\$69.00++ per person

Note to Deco: No charge for any KMG Marlboro Trip Directors that will be accompanying the group as staff.

LATIN JAZZ DUO**Time:**

7:00 - 10:00pm (to arrive by 6:30pm)

Location:

Top Deck - Kathleen W

Vendor:

Deco

Cost:

\$1,000.00

Note: Golf shirts to be given to Boat captains. (+ 2 Deco Staff) Request that they wear black shorts or pants - Arrange sizes and communication of this with Deco

SPEED BOAT RIDES**Time:**

6:45-8:00pm (6:00pm speedboats arrive)

Procedure:

(4) high-powered boats depart from Bayside Marina and do a 10-

15 minute rides around the bay

Captain to hand life jackets to all pax to wear

No racing one another

Security to accompany each boat

Security to assist pax into boats

- Vests to be supplied
impart coated

Vendor:

Deco Production

Cost:

\$9,000.00 for 4 high performance boats

for 2 hours minimum/maximum

Licensed captains

Short rides between 7:00 and 8:00pm

Choreographed show if light until 8:30pm

Fuel during charter

Gratuities for boat captains

Deco Staff for on site coordination

THREE (3)CARICATURISTS**Time:**

7:00 - 10:00PM (arrive @ 6:30pm)

Location on yacht:

TBD

Procedure:

They will be sketching the pax in either a speedboat or a racecar and incorporating the car number in the sketches

Vendor:

Deco

Cost:

\$1,500.00 (3 total for 3 hours each)

Marlboro Racing School

Training/Test Program

Biltmore Hotel - Miami Florida

50 Participants

PROGRAM SPECIFICATIONS**TRANSFER TO RACETRACK**

Time: 7:00am - duration 45 minutes
Location: Hotel lower lobby driveway
Duration: 45 minutes
Equipment: (2) 47 passenger motor coaches
Vendor: Deco
Cost: \$269.00 plus tolls
Procedure: Each coach will be stocked with: umbrellas for inclement weather same as previous days
F & B: same as previous days
Vendor: Glen & Curby
Cost: Track Budget

KMG & TRACK STAFF OFFICE

Location: Marlboro Hospitality Trailer
Set-up: Same as previous day
Vendor: Twidsport

SECURITY OFFICE

Location: Media Center @ track
Procedure: Same as previous day

(3) Areas - One for each car discipline

Time: 7:00am - 5:00pm
Location: Tent (30x30) for Stock cars
Garage for Mustangs
Garage for Van Diemans
Set-up: All tents will be stocked with:
Gatorade
Soft Drinks
Water
Glen & Curby to coordinate

WASH CLOTH INFO

Time: Ready by 8:00am
Procedure: 1 in tent, 1 in locker room, and 1 in each discipline area
Rolled and iced down washcloths in each cooler
Black & white checkered neckerchief
Replenish throughout the day as necessary
Vendor: Glen & Curby to coordinate